

Autism Treatment Center, San Antonio, TX

Job Title: Clinical Supervisor

**Job Summary:** Under the direction of the Clinical Director, the Clinical Supervisor monitors and evaluates the progress of children in the Intensive Applied Behavior Analytic Outpatient Program (TRICARE and DARS). The Clinical Supervisor conducts evaluations, formulates treatment plans and supports the Clinical Director for treatment decisions, as well as serves as the point of contact for parents/families and direct supervisor for all ABA tutors and techs.

**Essential Responsibilities and Duties:**

- Serve as the point of contact for parents inquiring about the program
- Set meetings with people interested in either receiving services from the program or who are interested in working in the program. Offer tours, etc.
- Conduct assessments and prepare treatment plans
- Train and evaluate staff performance (quality assurance);
- Consult with Clinical Director regarding clinical decisions about children's progress in treatment
- Lead clinical review meetings and communicate clinical decisions to parents regarding children's progress;
- Conduct and/or supervise behavior protocols, assessments, and treatment plans; evaluate and revise treatment plans
- Assess staff training needs and coordinate training events
- Provide initial two week Instructor Therapist training;
- Maintain and oversee appropriate clinical case documentation
- Oversee documentation of daily services provided time sheets
- Maintain and safeguard the program's instructional materials

**Education, Experience, Knowledge and Skills Required**

M.A. Degree in Psychology or related field

BCBA

Advanced knowledge of autism, developmental disabilities, ABA, and clinical assessment tools;

Superior interpersonal skills and experience working as a member of a team;

Ability to effectively prioritize and manage numerous tasks and projects with minimal supervision;

Ability to establish and maintain effective working relationships;

Ability to accommodate competing demands, meet deadlines and work with confidential information.